

# MINOR COMMUNICATION UTILITY COLLOCATED IN THE RIGHT-OF-WAY & ON PRIVATE PROPERTY STANDARDS

## Minor Communication Utility Collocated in the Right-of-Way & on Private Property - General Responsibilities

**Screening Responsibilities:** These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an appointment. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the appointment time constraints.

**“Project stoppers”** are corrections that require a substantial redesign.

**Applicants** are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

**O/S Screener:** Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the LU Screener the Project Description.

**LU Screener:** Responsible completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours, and in coordination with the O/S Screener the Project Description.

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## Minor Communication Utility Collocated in the Right-of-Way & on Private Property - General Requirements Overview

### Screening Overview (SCOPING):

#### CoverSheet Complete:

- Project Address matches the Address assigned by DPD
- All portion of CoverSheet completed including, Contact information, Related Projects, Floor Area, Grading, page where information is indicated on the plans, Energy/Mechanical Code Compliance Information etc. Check for forms if Target UA or Systems Analysis is used.

#### Project matches Addressing Review

- Legal Description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match DPD Project Address

#### Plot Plan, Floor Plan and Elevations agree

#### All Plans and Notes Indicated in Screening Checklist are Included:

#### Plans are Microfilmable:

Good Contrast  
Minimum 1/8<sup>th</sup> inch lettering  
Minimum 1/8<sup>th</sup> inch or 1:10 for plot plan  
Minimum 1/4 inch for all other plans

#### Plans Required:

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Three Identical Sets of Plans with Complete Coversheets and Stapled. |
| <input type="checkbox"/>            | <input type="checkbox"/> | Two additional Plan Sets for Council Action                          |

#### Forms Completed:

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | SEPA Checklist  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Applicant's Statement of FCC Compliance for Personal Wireless Services Facilities   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | City Light Siting Review and Recommendation Memo  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A signed "Financial Responsibility Form"  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Evidence of Authorization from the Owner of the Property to Apply   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Administrative Conditional Use Application (CAM211A) <ul style="list-style-type: none"><li>• Only required if on private property</li></ul> |

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## Forms Completed continued:

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | No Protest Agreement <u>if the Street is not developed with curbs, sidewalk, etc., if applicable.</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Copy of completed Address Worksheet   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pre-Application Site Inspection Report  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Environmentally Critical Areas Exemption (Form attached to CAM 327)                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Geotechnical Soils Report   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Certificates of Approval from Department of Neighborhoods   |

# MINOR COMMUNICATION UTILITY COLLOCATED IN THE RIGHT-OF-WAY & ON PRIVATE PROPERTY STANDARDS

**Land Use Notes** May be on page with Plot plan

## Lot Coverage

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show area calculations of all principal and accessory structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed lot coverage                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed lot coverage                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. 18" overhang including gutter)    |

## Structure Height

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed attached antenna height   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed accessory (equipment cabinet) structure height                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus) |

## Sloping lot height bonus documentation (calculate to nearest inch), if applicable

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of high grade wall   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06)                                  |

## **Plot Plan – Provide the following**

**Req.      Prov**

### General Information

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project site address  |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1'   |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN)  |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify and dimension all property lines. Show their bearings.   |

### Street and alley information

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Names and right-of-way width(s) of adjacent streets  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify elevation at center of developed roadway  |
| <input type="checkbox"/> | <input type="checkbox"/> | Street and Alley right-of-way width  |
| <input type="checkbox"/> | <input type="checkbox"/> | Street, alley improvement type, and width (asphalt, concrete, gravel, 24' wide, or specify "unimproved") |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk type, width, distance from property line(s) or specify "no sidewalk"                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Curb height and type (concrete, asphalt, rolled, etc., or specify "no curbs")                            |

# MINOR COMMUNICATION UTILITY COLLOCATED IN THE RIGHT-OF-WAY & ON PRIVATE PROPERTY STANDARDS

## Street and alley information (continued)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Curbscut width and distance from adjacent property lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Label curbcuts as "existing" or "proposed"  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk type and width, or specify "no sidewalk"   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.) |

## Utilities – Show existing and proposed

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer mains (sanitary only or combination)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drains and catch basins                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Water mains, fire hydrants and water meter                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility poles (light, power, street light, signals, and transit) |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater disposal system or detention                          |

## Development Information

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances from all portions of the building to front, side, and rear property lines   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify accessory structures and dimension distances from other structures and property lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking space(s), driveways   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade elevation of driveway at property line   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify finished grade elevation at garage   |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.)                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all window wells, fireplaces, chimneys, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and identify existing trees  |
| <input type="checkbox"/> | <input type="checkbox"/> | Caliper and species of exceptional and significant trees  |

## Height details

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade at each building corner   |
| <input type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | For flat roofs, - identify elevation at top of roof structure, top of roof deck if applicable.                 |

## Additional requirements - Sloping lot height bonus details for New Addition or Roof Modification

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on high grade wall             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on low grade wall              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension line between average high point and average low point       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide topographic survey with 2 foot contours (minimum) by licensed surveyor |

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**Floor Plans – Required when mechanical equipment is placed within a structure.**

**Req      Prov**

## General Information

<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}" = 1'$
<input type="checkbox"/>	<input type="checkbox"/>	Label floor level (1 <sup>st</sup> , 2 <sup>nd</sup> , basement, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Use of each room
<input type="checkbox"/>	<input type="checkbox"/>	If framing is shown, identify which floor level framing (i.e. "1 <sup>st</sup> floor plans, 2 <sup>nd</sup> floor framing")
<input type="checkbox"/>	<input type="checkbox"/>	Reference call outs for cross sections and details

## Floor plan information

<input type="checkbox"/>	<input type="checkbox"/>	Dimension location of all interior walls and columns, from each other and from outside of exterior walls
<input type="checkbox"/>	<input type="checkbox"/>	Location of interior and exterior doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	Dimension exterior door size
<input type="checkbox"/>	<input type="checkbox"/>	Show direction of all door swings

## Stair information

**Req      Prov**

<input type="checkbox"/>	<input type="checkbox"/>	Locate stairs
<input type="checkbox"/>	<input type="checkbox"/>	Dimension width and landing size

**Elevation Views – Provide the following**

**Req      Prov**

## General Information

<input type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}" = 1'$
<input type="checkbox"/>	<input type="checkbox"/>	Show and label north, south, east, and west elevation views
<input type="checkbox"/>	<input type="checkbox"/>	Show and label existing and finished grade lines
<input type="checkbox"/>	<input type="checkbox"/>	Show and dimensions exterior architectural features (garden windows, bay windows, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Show window wells
<input type="checkbox"/>	<input type="checkbox"/>	Slope of pitched roofs
<input type="checkbox"/>	<input type="checkbox"/>	Location of doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	For pitched roofs – dimension height from existing or finished grade, whichever is lower to top of plate, top of roof, top of roof peak, top of roof decks (if applicable) at each building corner
<input type="checkbox"/>	<input type="checkbox"/>	For flat roofs – dimension height from existing or finished grade, whichever is lower to top of roof structure, top of roof decks (if applicable) at each building corner
<input type="checkbox"/>	<input type="checkbox"/>	Height of yard exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower

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## Elevation Views continued

<input type="checkbox"/>	<input type="checkbox"/>	Height of cantilevered portions of structure from grade
<input type="checkbox"/>	<input type="checkbox"/>	Height of chimney above structures within 10'
<input type="checkbox"/>	<input type="checkbox"/>	Details of open railings on decks if yard or height exceptions used

## Building Section – Provide the following

A “**Building Section**” is a cross-sectional view (exterior wall to exterior wall) through a building (foundation to ridge), intended to illustrate the vertical relationship of significant building spaces.

Req	Prov	Minimum Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Min. ¼"=1'-0" scale.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension distance from floor to floor.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ceiling height dimensions. (When using sloped ceiling provision, provide detailed dimensions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify roof pitch / slope.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations, etc.)

### **Watch For:**

Floor plans must show the location of the section cut and reference the Building Section.